



ASSISTANT FIELD SERVICES SUPERINTENDENT FACILITY MAINTENANCE

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the City's facility maintenance and custodial services and to perform a variety of technical duties relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Field Services Director or from other supervisory or management staff.

Exercises direct supervision over assigned facility maintenance and custodial staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Oversee and inspect the work of staff involved in facility maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, painting and plastering for the maintenance, remodeling and rebuilding of existing facilities or in the construction of new facilities; oversee, schedule and supervise custodial services.
- Prepare and administer the annual budget for the Facilities Maintenance Section; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Direct and oversee the scheduling of the preventive maintenance program including heating, ventilating and air conditioning equipment, coolers, emergency generators, storm and sewer sump pumps, lighting and electrical equipment.
- Oversee and review supply and equipment orders for use by maintenance and custodial services; coordinate purchase orders for materials, supplies and equipment.
- Develop bid specifications for work projects and/or facility maintenance materials and equipment.

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Assistant Field Services Superintendent Facility Maintenance (continued)

- Coordinate facility maintenance activities with other City departments, divisions, sections and with outside agencies; resolve related complaints and problems.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Estimate time, material and costs involved to complete projects; maintain records, prepare and submit necessary reports, memos, drafts and project estimates.
- Coordinate and participate in the energy conservation program for all City facilities.
- Meet and confer with architects, building designers and developers to review building construction plans; attend a variety of meetings and seminars.
- Prepare sketches and/or blueprints for subordinates to follow in performing repairs and alterations.
- Maintain time and payroll records.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in facility maintenance and repair work at the journey level in one or more of the building trades, including one year of supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized courses or training in one or more of the building trades.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8820

Salary Range: 44

FLSA: Exempt